



HERALDS OF GOOD NEWS

(A Missionary Society of Apostolic Life of Pontifical Right)

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DECREE

The Saint Paul Province of Heralds of Good News, a Clerical Missionary Society of Apostolic Life of Pontifical Right, in their Provincial Assembly of August 2008 voted to accept a text of the Provincial Directory.

After careful study of the documents and some subsequent modification Most Reverend Bishop Agnelo R. Gracias the then Pontifical Commissary of Heralds of Good News has approved the text of the Provincial Directory.

In the light of the amendments that were made in the General Assembly of the Society in January 2009, the Province has incorporated some terms in the approved text. With this Decree we give our consent to these incorporated terms and permit the text to be published.

May the living of the Provincial Directory provide inspiration and strength for the members as they commit themselves to preach the Good News to all, by word and example, under the protection of Saint Paul their heavenly patron.

Given at the Generalate of Heralds of Good News, 25 March 2010
Solemnity of the Annunciation of the Lord.



Rev. Fr. A. Francis
Superior General

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Good News Printing Society, Eluru



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DECREE

The St. Paul Province of Heralds of Good News, a Clerical Missionary Society of Apostolic Life of Pontifical Right in its Provincial Assembly of 6-8, 2017 at Pampady, Kerala made some amendment, removal and inclusion of certain articles to the Provincial Directory.

The article amended is 27.

The article removed is 35.

The Articles newly included are 67, 68, 69, 70, 71, 83, 85, 86 and 87.

After a careful perusal of the text we, the General Council give our approval by this Decree and permit the Provincial Council of St. Paul Province of Heralds of Good News to make the necessary changes to the Provincial Directory by amendment, removal and inclusion of the above mentioned articles.

May the Provincial Directory be a guiding light and reference point for the members of the province in their ministry and Apostolate. May the living of the principles and statutes enshrined in the Provincial Directory enlighten and embolden everyone as they commit themselves to be Heralds of the Good News through word and example, under the protection of St. Paul their heavenly patron.

Given at Generalate of Heralds of Good News Society, 25th January, 2018 on the Feast of Conversion of St. Paul.



M. Ignatius

Rev. Fr. M. Ignatius HGN
Superior General

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INTRODUCTION

“God so loved the world that he gave his only son, so that everyone who believes in him may not perish but may have eternal life” (Jn 3:16). Through His death and resurrection Christ opened the way to the Father for all who believe in Him. He always calls whomever He will from among His disciples, to be with Him and to be sent out to preach to the nation (cf. Mk 3:14).

He inspires missionary vocation in the hearts of individual and raises up in the Church communities which dedicate themselves to this apostolic mission. The missionary mandate, “Go, therefore, and make disciples of all nations” (Mt 28:19) is always relevant. Throughout the centuries Jesus Christ repeats to all people His missionary command: “as the Father has sent me, so I sent you” (Jn 20:21).

In response to the prompting of the Holy Spirit and the needs of the Church, Rev. Dr. Jose Kaimlett founded our Society with the specific aim of training and supplying wherever there is need, dedicated, hardworking and saintly missionaries (cf. Const. art.5). All the members are to direct their lives following the rules and regulations of the Society and thus strive for perfection (cf. Const. art. 4, Directory art. 194).

Our Constitutions provide for the possibility of a Directory proper to the Province (cf. Const. art.152, IV, d). This Provincial Directory gives us the guidelines regarding the different aspects of our life in the Society, specific to South West Province of Heralds of Good News. In formulating these rules and regulations for the needs of the Province, we have tried to ensure that they are not contrary to the Province; we have tried to ensure that they are not contrary to the provisions of the Constitutions and the General Directory.

The Province is to be known as St. Paul Province of Heralds of Good News and we have St. Paul as our Provincial Patron. We celebrate the feast day of the Province on 29th of June.

VISION – MISSION STATEMENTS

OUR VISION STATEMENT

We, the members of Heralds of Good News belonging to the St. Paul Province, solemnly affirm that our vocation as Heralds is to be dedicated, hardworking and saintly missionaries who have a profound interior life, a deep knowledge of Scripture, a personal and constant contact with Christ in prayer and contemplation and a sincere longing for sanctity. We strive after perfection through our community life, practice of evangelical counsels and through dedicating ourselves to the service of God and our fellow human beings. In our apostolic life and ministry we aim at the glory of God through the evangelization of the people by our sanctification.

OUR MISSION STATEMENT

We, the members of Heralds of Good News belonging to St. Paul Province, resolve to live our vocation as Heralds with profound love for Christ and unconditional commitment to the mission. Our formation aims at bringing about human maturity, professional competence and committed faith. As missionaries our task is to be witnesses of the gospel of Christ to all by our personal lives, our community living and our preaching so that Christian communities may be built up. Readiness to fulfill this missionary mandate wherever there is need, particularly due to the shortage of local vocations, is an essential characteristic of our vocation. In a world deeply scarred by injustice and inhuman living conditions, our faith calls us to recognize the presence of Christ in the poor, the sick and the marginalized and in solidarity with them we commit ourselves to their integral development. The reality of religious disharmony, fanaticism and indifferentism calls us to work, hand in hand with others, for the establishment of communal harmony and peace. In fulfilling this mission we rely on divine providence and the intercession of our Heavenly Patrons.

CHAPTER I

VOCATION PROMOTION AND FORMATION

I. VOCATION PROMOTION

1. For fulfilling her missionary mandate the Church is dependent on those who make themselves completely available for missionary work. Vocation promotion and formation of the seminarians are very important as far as the specific aim of the Society is concerned. As it is the primary duty of the members all should try to win young men for the missionary ideal by living our vocation in a convincing way as well as by earnest prayer and active effort (cf. Directory art. 1).
2. As proud members of the Province, each should strive to bring new vocation to the Province. The Constitutions place a specific responsibility on those who are engaged in the pastoral and educational ministries (cf. Const. art. 24; Directory art. 2).
3. There shall be a provincial vocation promotion committee headed by the Provincial Superior. The committee shall have as its members one of the councilors, the fulltime vocation promoter, the assistant vocation promoters and the minor seminary rector (cf. Directory art. 7).
4. The provincial vocation promotion committee meets at least twice a year, probably in the month of July and November, to evaluate and plan the vocation promotion activities. The committee shall also evaluate our methods of recruiting and make the necessary modifications for improvement (cf. Directory art. 8).

5. The Provincial Superior shall set up a committee to screen the candidates before they are admitted into the minor seminary and the screening may be done during the vocation camps.
6. There shall be a fulltime provincial vocation promoter (cf. Directory art. 5) who would be members of a community sharing in the ministry of the community. He faithfully observes the Constitutions, the Directory and the Provincial Directory pertaining to admission and vocation promotion. He could be assisted by a team of priests and seminarians. He shall have the following duties besides those mentioned in the Constitutions and the Directory (cf. Const. art. 19-23; Directory art. 9 – 12).
 - a) He makes every effort possible to promote vocations from all part of the region/s entrusted to him.
 - b) He carries out his duties with the help of the assistant vocation promoters and seminarians appointed by the Provincial Superior.
 - c) He corresponds with the diocesan vocation directors for the required permission and maintains contact with parish priests, heads of institutions like schools, etc., if possible, in order to meet the students and speak to them about the Society and vocation to priesthood.
 - d) He corresponds with the students during the year and organizes vocation camps in the different areas of his region.
 - e) He visits the families of the applicants and promotes only students with spiritually and mentally healthy family background (cf. Directory art. 11).
 - f) He tries to promote as far as possible candidates who have the right motivation, good character, normal physical and psychological health, at least average intelligence, sociability and interest and readiness for a missionary vocation.

- g) He considers the minimum financial security of the student's family as a requirement in ordinary cases.
- h) The minimum academic qualification in X Std. pass.
- i) He does not promote any ex-seminarian (cf. Const. art. 20 (i), 22).

II. SEMINARY FORMATION

- 7. The goal of all formation in our Society is growth into union with Jesus Christ and into a missionary community. This growth is a life long task, a shared responsibility to be faced both by the individual and the community.
- 8. Since the ministry of formation is essential to the specific purpose of the Society our Province should prepare well in advance suitable and qualified priests to be assigned to the houses of formation. Selection and formation of formators remain a decisive factor in the formation of future priests.
- 9. It is obligatory on the part of a confrere, except for very grave reasons, to accept the responsibility of formation, if requested to do so by the competent authorities. It is also his duty to prepare himself adequately for the task assigned.

A. PROVINCIAL SUPERIOR

- 10. Formation in the Province is to be cared out under the direction and supervision of the Provincial Superior who is the head of the provincial formation committee. He convenes the meetings and meets with the formators of the formation house/s under his jurisdiction at least twice a year.
- 11. Personal dialogue is one of the chief instruments of formation and hence a practice of irreplaceable and commendable effectiveness (cf. *Vita Consecrata* no. 66). Therefore the Provincial Superior shall endeavor, as far as possible, to have a direct and personal contact with all the seminarians of the Province. He meets personally all the major seminarians of the Province at least once every year.

He communicates with the regents and their superiors and follows on their progress.

12. The Provincial Superior makes sure with the help of the rectors and formators that the programme of formation enshrined in the handbooks for the seminarians and the staff are followed with diligence. He makes sure that the programme of formation be faithful to the Magisterium charism of the Society, Constitutions and the General and Provincial Directories.

B. FORMATION COMMITTEE

13. There shall be a provincial formation committee headed by the Provincial Superior (cf. Directory art. 14). The term of the committee is co-terminus with the Provincial Council.
14. The committee consists of the Provincial Superior, formation coordinator, and those appointed by the Provincial Superior from among the minor/major seminary formators.
15. The committee shall have the following duties:
 - a) It reviews the existing programme of minor seminary formation and draws up a more comprehensive programme of formation, if needed (cf. Directory art. 15).
 - b) It coordinates the preparation of the handbooks for the minor seminary staff and reviews them.
16. The committee shall meet at least twice a year, probably in August and January, to make sure that the programme of formation is strictly followed (cf. Directory art. 15).
17. There shall be a formation co-coordinator who shall be one of the provincial councilors. He carries out his duties in consultation with the Provincial Superior. He shall have the following duties:
 - a) He communicates with the regents and their superiors and makes sure that the regents get an opportunity to make their spiritual recollection monthly.

- b) He is responsible for organizing the mid-year gathering of the regents and their annual retreat at the end of the regency period.
 - c) He organizes the holiday programme of the major seminarians, in consultation with the rectors of the major seminarians.
 - d) He organizes the spiritual retreat for the seminarians before their diaconate and priestly ordinations.
 - e) He organizes the family gathering of all the seminarians of the Province during the summer holidays.
18. The handbook for minor seminarians, which is inclusive of the programme of minor seminary formation and the syllabus, and the handbook for the staff should aim at the integral formation of seminarians, involving the whole person: personal, spiritual, intellectual and pastoral dimension (cf. Const. art. 30; Directory art.17a.).

C. FORMATION PROGRAMME

a. Intellectual Formation

19. During the Minor Seminary Course, which lasts for three years for those who join after X std., seminarians should be introduced to the following subjects besides those mentioned in the Constitutions and the Directory. (cf. Const. art. 31. A; Directory art. 21):
- a) Spirituality
 - b) Good Manners
 - c) SelfDiscovery
 - d) Basic knowledge of one of the languages used in the areas of the Province and mission areas entrusted to the Province.
 - e) Introduction to the social and cultural practices of the areas of the Province and mission areas entrusted to the Province.

20. All the seminarians are entitled to get a month of home holiday each year (cf. Directory art. 26).
 - a) The major seminarians will spend the rest of the period of the holidays in the Province. Their holiday programme will be organized by the formation co-ordinator.
 - b) The minor seminarians will spend the rest of their holidays in the respective minor seminaries as per the directives of the minor seminary rector.
21. The Rector of the minor seminary should inform the parish priest and parents of the student who leaves the seminary on his own or may be asked to do so.

b. Spiritual Formation

22. Spiritual formation which is the work of the Holy Spirit will assist the seminarian as he grows in faith, hope and love, to follow Christ ever more closely and be conformed to Him ever more intimately in a continual conversion of heart. This progressive identification with Christ can be achieved only if one listens to His Word in Scripture, draws life from His sacraments and constantly seeks Him in Others. In this manner he becomes a more effective witness to Christ in the Church and in the world. (cf. *Charter of Priestly Formation for India* 3.2.2.a).
23. Seminarians should draw constant inspiration and nourishment from reading and meditating on the Sacred Scripture day by day (cf. *Optatam Totius* 16). Right from the beginning of their formation the seminarians should open themselves to the Word of God, be corrected and built by its creative and life-giving power (cf. 2 Tim 3:16).
24. Each seminarian should go regularly to his Spiritual Father for spiritual direction. He should be open and frank with his Spiritual Father regarding all aspects of his life. The seminarian would go for his spiritual talk once a month or as directed by his

Spiritual Father. At the end of the academic year each seminarian will have to report to the rector as to the number of times he has visited the Spiritual Father (cf. Directory art. 28).

c. Communications from the Province

25. The Provincial Superior will ensure that communications from the Province will reach the seminarians of the Province.

d. Travel Allowance for the Seminarians

26. The seminarians who are asked to spend their summer holidays in the Province will be given to and fro travel allowance to the place of their assignment. The amount will be disbursed by the provincial procurator in consultation with the Provincial Superior.

e. Ordinations

27. The seminarians who study in major seminaries other than the major seminary of the Society will be conferred the order of diaconate in one of the houses of the Province.
28. The Provincial Superior will delegate a councilor (when he cannot personally attend), to be present at the ordinations and the first Masses of the priests of the Province.

D. FEASTS

29. In addition to the feast days of the Society (cf. Directory art. 45), the Province will have the feast of the patron of the Province as holiday and shall celebrate it with special prayers, functions and appropriate solemnity.

CHAPTER II

LIFE IN THE PROVINCE

I. MISSION

30. The specific objective of our Society urges us to make continuous effort to evolve methods of missionary activity in the territories of the Province reconciling the twin aspects of our lives, i. e. our call to be missionaries and our obligation to lead a community life (cf. Const. art. 7; Directory art. 47).
31. The members shall dedicate themselves to the missions in a spirit of love and service, living in communities of at least three priests in the missions entrusted to the Province (cf. Const. art. 13; Directory art. 61). If there is no possibility of having three priests, at least two priests and a regent should be part of the community. However, for pastoral reasons, even two priests residing in a house/parish of the Province could also be considered a community.
32. As community life will not be a possibility for some of our missionaries placed at the service of the dioceses, these missionaries will be designated as being members of the communities closest to them.
33. As far as possible, when the Province takes up missions in a diocese, the Provincial Administration will seek to start at least one community of the Province in the said diocese, in addition to providing missionaries to the diocese.
34. The missionaries should not be left in difficult missions, against their wish, after one term of service (cf. Directory art. 62).
35. The missionaries working in the developed countries will have to meet their travel expenses. The provincial administration

will be responsible for the financial arrangements with the dioceses for the holiday travel of missionaries working in the developing countries.

36. The missionaries visiting home should make it a point to personally meet with Provincial Superior and share their experience in the missions. It would be a good practice for them to visit the seminaries to encourage the seminarians and to instill in them an enthusiasm for the missions.
37. Members serving in and returning from the missions of the Province in the developed countries, except those on deputation to the Central Administration, shall avail their financial resources (fund raising, collection from the parishes, contact with the funding agencies, etc.) for the development of the Province. Any help or assistance to extra provincial territory will need the permission of the Provincial Administration.
38. It shall be the duty of the provincial administration to see that each priest going to countries in the developing missions gets an opportunity to undergo the training which would be provided at the proposed Mission Centre of the Central Administration (cf. Directory art. 53). Until such time the missionaries will be sent to the different mission orientation courses conducted by various institutes in India.

II. COMMUNITY LIFE

39. Our communities should provide us with a suitable environment where we can grow in the missionary vocation that has brought us together.
40. More than merely living and working together, it is sincere brotherly love that will make us truly one. Therefore we should try to develop personal relationship with one another so that all feel accepted and at home in our community. We share each other's joys, sorrows, hopes and problems. We show

interest in the life and work of each confrere and help and encourage him to bring his life and talents to fuller development.

41. Grateful for the benefits, blessings and joys that we experience in our community, we should love the Society and cherish its honour especially in the presence of outsiders.
42. As animator of the community the superior fosters a sense of communion and mutual trust among confreres, showing special concern for each one. He promotes a spirit of cooperation and helps coordinate the activities of the confreres.
43. Meals taken together is a sign of friendship and love; they promote a sense of community. Likewise, common recreation and friendly get-togethers are of great value in fostering community.
44. We esteem our aged confreres for their experience, their prayer and the services they render. Confreres who bear the cross of sickness and suffering contribute in a special way to our community and apostolate.
45. The personal meeting with confreres offers a good occasion for understanding, appreciation and guidance. The superior should give special attention to the troubled, the suffering and the aged.
46. Out of respect for community and community life, a member shall get the needed permission from the Provincial Superior, if he would be absent for more than five days from the community. If not more than five, he informs the superior of the community about his absence, provided his absence does not affect his apostolate (cf. Directory art. 65).
47. Each member should have one month of holidays a year. Any other visit to home, relatives, friends, etc. shall be with explicit permission of the Provincial Superior without prejudice to art. 47 of the Provincial Directory (cf. Directory art. 49, 66).

48. Members who financially help the seminarians or their families shall do it with the permission of the Provincial Superior and the knowledge of the concerned seminary rectors.
49. Superiors of every community should make sure that every member of the community celebrates either birthday or feast day or ordination day in a grand manner in the community.
50. We are grateful to our benefactors and friends who support us in our missionary efforts.
51. We bear a special responsibility towards those employed by us. We provide for their spiritual welfare and pay them a just wage.
52. In our relations with civil authorities our attitude and behavior should be in accordance with the spirit of the gospel.
53. We promote good relations with our neighbours and offer hospitality to visitors.

III. SPIRITUAL LIFE

54. The Provincial Superior and more especially the local superiors of the communities will see that the spiritual practices envisaged in the Directory (cf. art. 68 - 83) are strictly followed in the communities.
55. Members who are living as individuals outside the communities will take upon themselves the responsibility of fulfilling these obligations.
56. Every member shall make the annual retreat together with other members of the Province for at least five full days. Along with the retreat a programme may be arranged where members can share their pastoral experiences and learn from one another.
57. Recollections should be organized at least once in three months (cf. Directory art. 78) at the level of the Province at different

areas for the convenience of the members. During the other months the members will attend the recollections conducted in the dioceses where they are working.

58. Members are encouraged to visit the Blessed Sacrament after meals.

IV. ONGOING FORMATION

59. There shall be a committee for Ongoing Formation at the provincial level. It shall be headed by one of the councilors. The committee will have at least three members. The other members will be nominated by the Provincial Superior in consultation with his council. The tenure of the committee is co-terminus with the Provincial Council.
60. It shall be the responsibility of the coordinator of the Ongoing Formation Committee to organize the retreats and the recollections.
61. The Committee for Ongoing Formation will evolve modalities to execute the general directives for the ongoing formation of the missionaries.
62. The Committee shall arrange programmes that would enable the members to deepen the knowledge of homiletics, catechetics and liturgy every three years. The members should be given opportunities to attend the different seminars, conferences, workshops and other courses whenever there is a possibility.
63. The Committee shall send two or more members to specialize themselves on human science such as management and leadership skills, counseling, inter-personal and communication skills, social action and conscientization methods.
64. The Committee is responsible for diffusing information about the refresher and renewal courses offered in various centres and encouraging members to participate in them.

V. MASSES FOR THE INTENTIONS OF THE PROVINCIAL SUPERIOR

65. Those who are working outside India will follow the rules regarding mass intentions prevailing in the place of their service, but they are obliged to offer three masses a month for the intentions of the Provincial Superior.

VI. ALLOWANCES FOR THE PRIETS

66. Every Priest member who receives monthly remuneration of less than ‘ 5000.00 from the diocese will receive an allowance of ‘ 1000.00. Those who do not have the common kitchen will receive a food allowance of ‘ 1500.00.

VII. HEALTH OF THE MEMBERS

67. Ordinary medical bills have to be paid by the individual members. The members are expected to make discretion in distinguishing ordinary medical bills from bills for serious sickness.
68. Except for the medical intervention of emergency, prior permission is to be sought from the Provincial Superior for those treatments for which the members need financial assistance from the Province.
69. The members are to meet the expenses of the cosmetic treatment. In the selection of spectacles, discretion shall be used and expenses have to be shared by concerned members.
70. Members need to obtain prior permission from the Provincial Superior before donating their organs.

VIII. BURIAL OF THE MEMBERS

71. The members of the Province shall be buried in the common cemetery of Generalate or of the Provinciate.

IX. JUSTICE CELL

72. There shall be an impartial justice cell at the provincial level to arbitrate on matters of concern and serious grievances and to foster reconciliation between members. It shall be established by the Provincial Council.

X. VEHICLES

73. As far as a missionary in India is concerned, though the vehicle (two wheeler) may have been obtained for the mission station in question, it is deemed to be of the missionary. He has to take care of it and maintain it and can take it along with him if he is transferred within the region.
74. If a vehicle has been obtained at the recommendation of the diocesan bishop, the policy of the diocese is to be observed.
75. For those missionaries working outside India, the policies of the diocese in question and the agreement entered into by the Province with the diocese will have to be followed.

XI. NEWS LETTER OF THE PROVINCE

76. There shall be a News Letter at the Provincial level to share views and news. It is the competence of the Provincial Superior, in consultation with his Council, to appoint suitable persons to take care of the News Letter.

CHAPTER III

GOVERNANCE OF THE PROVINCE

I. PROVINCIAL ADMINISTRATION

77. As far as possible, appointments and transfers are to be effected during the summer holidays. This will effect smooth transfer and avoid a lot of confusion especially in the formation houses and the educational institutions. The transfer of the house procurators should be made effective from the new financial year.
78. At the time of transfer or during hand over/take over of the procurators of any house/institution a council member delegated by the Provincial Superior or the provincial treasurer should be present to see to the smooth hand over/take over of the office with the necessary documents, statement of financial status, inventory, etc.

II. PROVINCIAL ASSEMBLY

79. Before the commencement of the Provincial Assembly, a full five day retreat should be organized for the Provincial assembly members.
80. Next Provincial Assembly:
- a) For the next Provincial Assembly our Province will have one delegate for every six members who will be grouped from neighbouring areas and those six members would elect their representative by secret vote. The grouping of six members will be done by the Provincial Administration in consultation with the mission superiors, wherever there are. The Provincial Superior with the consent of his council will appoint two members from each region to oversee the election of the delegate.

CHAPTER IV

TEMPORAL ADMINISTRATION OF THE PROVINCE

I. FINANCIAL SECURITY OF THE PROVINCE

81. It will be the responsibility of the Province to take care of the expenses of the minor seminary, to provide for the mass intentions and maintenance of priests, to take care of the members' medical and retirement needs. So efforts should be made by all the members of the Province to raise resources for these basic needs of the Province.
82. To take care of these needs it is proposed that three separate funds be created at the provincial level:
 - a) Seminarians' Education Fund
 - b) Priests' Maintenance Fund
 - c) Priests' Retirement Fund
83. Institutions/Charitable Trusts/Associations/Foundations (Cf. The Directory 143)
 1. One of the foundational purposes of the Charitable Societies/Trusts/Foundations/Associations established by the Province outside India is to obtain tax exemption for the salaries, donations and other income of the Province and to transact the money for the maintenance of the members and for the activities of the Province.
 2. Along with the norms of article 143 of the Directory, in those countries where the law of the land does not allow

the Provincial Superior to be the ex-officio managing trustee/president of the charitable Societies/Trusts/Foundations/Associations, the Provincial Superior and his delegates shall be members of the executive or governing body, if permitted by the law.

3. A member who has the history of consistent disobedience, or non-cooperation with the Provincial Administration is not eligible to be a member of the executive or governing body.
4. No administrative decision shall be made without the knowledge and written approval of the Provincial Superior.

II. EDUCATION

84. There will be an Education Committee headed by one of the councilors nominated by the Provincial Superior. The Committee will have an Education Coordinator appointed by the Provincial Superior to promote the educational apostolate of the Province. (cf. Directory art. 55).
85. The Correspondent/Manager shall be responsible for:
 - a) Affiliation/recognition and renewal of the school opening permission.
 - b) Providing infrastructure, means of transport and accommodation.
 - c) Dealing with MEO and DEO and other departments.
 - d) Inspections.
 - e) Canvassing/campaigning for new admissions, especially during summer vacation.
 - f) Fixing of the fees structure in consultation with Headmaster/Principal/ Procurator.

- g) Appointment/termination of the teaching and non teaching staff in consultation with the Principal/Headmaster.
 - h) Declaring discretionary holidays.
 - i) Organizing the Annual Day/ School Day.
 - j) Preparing the inventory of the school to be submitted to the Provincial Procurator.
 - k) Sanctioning leave applications except casual leave.
 - l) Fixing the salary increments and P. F. in consultation with the Headmaster and Procurator.
 - m) Keeping the cheque books and signing the cheques along with the procurator.
 - n) Granting loans to the staff in consultation with the procurator.
 - o) Fixing a particular amount of money in consultation with the Provincial Superior, which could be spent by the procurator.
86. The headmaster/principal, As the head of academic side of the institution, is responsible for the running of the school/ college. His/her responsibilities shall be:
- a) To see the entire academic life of the school/college.
 - b) To make necessary changes in the academic activities in consultation with the Correspondent/Manager.
 - c) To supervise, guide and control the work of the teaching and non-teaching staff.
 - d) To maintain all the school records. A list of files available in the school must be available with the headmaster also.

- e) To be in charge of preparation of the school timetable, allocation of duties and teaching load to the teachers, conducting examinations keeping with government instructions and in consultation with his colleagues.
- f) To prepare the year's academic work in advance in consultation with the Correspondent.
- g) To send the progress reports of the students to their parents or guardians.
- h) The general discipline of the students and teachers and timely correction to them.
- i) Solving the problems of students along with parents especially regarding academic matters.
- j) To sanction causal leave.
- k) To supervise the demonstration class done by the new teachers.
- l) To be responsible for Parents Teachers Association and to conduct the meeting in consultation with the Correspondent.
- m) Conducting assembly.
- n) Conducting sports and cultural activities.
- o) Canvassing/campaigning for new admissions, especially during summer vacation.
- p) Organizing the Annual Day/School Day.

87. The Procurator shall be responsible for:

- a) Supervising the entire daily collection and depositing in the bank. Copies of the statements of the deposit and collection should be given daily to the correspondent.

- b) Signing the cheques along with the correspondent.
- c) Obtaining the permission of the correspondent for the monthly expenses beyond the fixed amount.
- d) Maintaining the details of the cheques and amount withdrawn from the bank.
- e) Presenting the statement of the income and the expenditure to the correspondent before the 10th of the following month. The Provincial treasurer shall check the account once every three months.
- f) Giving salary advances to the staff in consultation with the correspondent.
- g) Submitting the detailed account of the extra income generated through store room, fine, donations, etc. to the correspondent every month.
- h) Preparing the salary statement of teaching and non-teaching staff.
- i) Paying the salaries to the teaching and non-teaching staff.
- j) The maintenance of the vehicles, buildings, and other facilities.
- k) Farming
- l) Supervising and controlling the work of the drivers, cleaners, etc.
- m) Canvassing/campaigning for new admissions, especially during summer vacation.
- n) Organizing the Annual Day/School Day.

CONCLUSION

The object of our Society is to work for the glory of God by the evangelization of the people and by our sanctification following the rules and regulations of our Society (cf. Const. art. 4). This demands that we have a profound love for Christ and unconditional commitment to the mission. It is by remaining loyal to the Society we have joined and to the way of life we have promised that we can be faithful to our vocation as Heralds. However, the supreme norm of life for us is Jesus Christ who for love of us died that we might live.

